1. **Personal information**

|  |  |
| --- | --- |
| Name |  |
| Date of birth |  |
| Nationality |  |
| Email |  |
| Phonenumber |  |

1. **Pre-qualification Criteria to be Confirmed**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Client/Employer** | **Period** | **Title** |
| Having working experience with international partners |  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |  |
|  | **Client/Employer** | **Period** | **Title** |
| At least 5 years’ experience of Urban Planning/Development |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |  |
|  | **Example (Role/position as shown on CV) maximum 250 words** | | |
| Relative experience and capacity to effectively lead and manage development and/or planning projects that involve multiple stakeholders, including training, facilitation and coaching. |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Self employed (Yes/No)** | **Employed by a company (Yes/No)** |  |
| Either be self-employed (eg as an independent contractor, employed through own company) or employed by a consulting company | |  |  |  |

**Language level: (See explanation below)**

|  |  |  |
| --- | --- | --- |
| English |  |  |
| French |  |  |
| (Tunisian) Arabic |  |  |
|  |  |  |
|  |  |  |

**Language Level Definition**

The definitions of the different language levels are described as in general. Please indicate which level best describes the applicant’s language competence by writing the relevant number in the table above.

**1. Native speaker proficiency**

Complete mastery of the language in all situations.

1. **Full professional proficiency**

Can establish and maintain successful social communication. Can discuss professional matters fluently, accurately and appropriately. Can prepare written outputs (reports, presentations etc) with few errors. Language will very rarely be a hindrance to a successful performance of tasks.

1. **Minimum professional proficiency**

Can initiate and take part in ordinary social conversation. Can discuss professional matters, but not always accurately or fluently. Can prepare basic written outputs (reports, presentations etc) but requires support to ensure the language is correct and appropriate. This level is minimum for a satisfactory performance of professional tasks.

1. **Limited working proficiency**

Can take part in simple social conversation. Can give simple instructions, but cannot explain. Adequate for only some simple routine practical work. At this level there will be no real social or professional communication.

1. **“Survival” proficiency**

Understands some simple words and phrases. Can survive in the environment, but cannot communicate.

1. **Referees**

Information on at least three referees that can be contacted in order to confirm the Applicant´s claims and past performance outlined in the CV:

|  |  |  |  |
| --- | --- | --- | --- |
| Full name | Current position | Phone | Email |
|  |  |  |  |
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Bottom of Form

1. **Availability**

Information on other assignments/employments of the Applicant and how it may affect the availaibility and flexibility of the Applicant in the work as SCF Facilitator.

|  |  |
| --- | --- |
| Other assignments/employments + Scope (time period, days or %) | How it may affect the availability and flexibility of the Applicant |
|  |  |
|  |  |
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1. **Financial proposal**

Applicants shall state a proposed daily fee in USD. This shall be an all-inclusive fee that includes all relevant taxes (except VAT), social costs and /or insurances, and any other overheads related to the remuneration.Travel, accommodation, daily allowance (traktamente) etc will be reimbursed separately.

|  |  |
| --- | --- |
| Proposed daily fee (USD): |  |